



# Diocese of Westminster

<b>Job Profile</b>	Executive Operations & Strategy Manager
<b>Department / Parish / Agency</b>	Education
<b>Reporting to</b>	Director of Education
<b>Cost Centre</b>	306
<b>Location / Address</b>	Vaughan House, 46 Francis Street, London SW1P 1QN
<b>Management of</b>	Education Admin Team
<b>Contract type</b>	Permanent
<b>Hours of work</b>	35 hours per week (Monday to Friday)
<b>Salary</b>	£50,000 per annum
<b>Job Reference</b>	834-306

## **Job Purpose:**

The Executive Assistant & Strategy Manager will provide high-level support to the Director of Education and Senior Leadership Team (SLT). The role will combine personal assistant functions for the Director of Education with the additional responsibility to deliver the department's financial and strategic objectives. The postholder will be required to clerk senior committees as required or directed by the Director of Education.

## **Key Responsibilities**

### **Executive Support / PA Duties**

Provide high-level administrative and secretarial support to the Director of Education and when need, other SLT members.

Manage diaries, correspondence, meeting arrangements, and preparation of reports and publications. Ensure office systems and confidential records are maintained to exemplary standards.

### **Finance**

Manage the departmental budgets, to include regular budget monitoring and budget forecasting, procurement, internal and external financial procedures / compliance.

Lead on the management, oversight and recovery of the Per Pupil Funding Agreement (PPFA)

Support accurate monitoring of budgets for Communications and CPD.

### **Strategic Support**

Support Senior Leadership to assist and project manage department's strategic planning and tracking progress against objectives:

- Leadership development
- Academy development and support
- Catholic Life and Mission
- Estates and capital planning

### **Governance & Clerking**

Act as Clerk to the Education Commission and Senior Leadership Team meetings.

Prepare agendas, papers, minutes, and follow-up actions.

Maintain accurate and accessible department records.

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## **Our Values**

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

### **Competence**

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

### **Reliability**

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

### **Honesty**

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

### **Perseverance**

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

### **Love**

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

### **Person specification:**

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Competencies</b>	<b>Essential/ Desirable</b>
<b>Excellent Communication Skills:</b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<b>Excellent Organisational Skills:</b> able to manage multiple deadlines and maintain attention to detail	E
<b>Collaborative Teamwork:</b> Proven track record of working effectively in teams and leading teams, contributing ideas, supporting others, building positive relationships, while also being able to take initiative and work unsupervised when necessary	E
<b>Problem Solving:</b> able to approach challenges creatively and make informed decisions under pressure	E
<b>Adaptability and Flexibility</b> -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
<b>Experience</b>	
Experience in project management and communications.	E
Proficiency with Executive Assistant duties and clerking duties	E
Experience with budgeting and financial reconciliation.	E
Experience with diary management, database and management systems	E
Experience working within a faith-based, non-profit, or charitable organisation	D
<b>Other Requirements</b>	
Ability to demonstrate sensitivity and respect for diverse groups	E

Commitment to the mission and values of the Diocese of Westminster	
Understanding of Catholic schools and diocesan structures	D
Familiarity with education-sector administration.	D
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D